



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1500.31H  
C4610  
25 Oct 02

MARINE CORPS ORDER 1500.31H

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ENLISTED AVIATION MAINTENANCE TRAINEE MANAGEMENT SYSTEM (EAMTRAMS)

Ref: (a) MCO 1553.1B, Marine Corps Training and Education System  
(b) MCO P4790.12B, Maintenance Training Management and Evaluation Program (MATMEP)  
(c) MCO 1543.2D, Naval Air Maintenance Training Program Administration and Operation for NAMTRA MARUNITs  
(d) MCO P1200.7X, MOS Manual  
(e) MCO P1080.40A, MCTFSPRIM  
(f) MCO P1000.6G, ACTS Manual  
(g) MCO 1553.7, By-Name-Assignment (BNA)

Encl: (1) Generic Enlisted Aviation Maintenance Training Itinerary  
(2) EAMTRAMS MOSs  
(3) List of Definitions

1. Situation. A requirement exists to establish procedures to govern the completion of the initial skill training of enlisted aviation maintenance personnel who have completed "A" school or equivalent training at a technical training center, and require additional training to fully qualify in their MOS.

2. Cancellation. MCO 1500.31G.

3. Summary of Revision. This Order is revised in its entirety.

4. Mission

a. The Commanding General, Training and Education Command, Marine Corps Combat Development Command shall have cognizance over the training of enlisted aviation maintenance personnel under the Enlisted Aviation Maintenance Trainee Management System (EAMTRAMS).

b. Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) for the Regular Establishment, and Reserve Affairs Plans (RAP) for reservists on initial active duty for training shall issue permanent duty assignments by-name for all trainees three weeks prior to graduation from "C" school and where possible, prior to completion of "A" school. Trainees of "A" and "C" schools failing to complete MOS qualification under EAMTRAMS will be reassigned by Manpower Management and Enlisted Assignments (MMEA)/RAP in accordance with the needs of the Marine Corps.

c. The aviation initial skill training conducted under the EAMTRAMS is accomplished via formal Maintenance Training Units (MTUs) at Naval Air Maintenance Training Unit (NAMTRAU) sites onboard Naval Bases, and Naval Air Training Marine Unit (NAMTRA MARUNIT) sites onboard Marine Corps Air Stations. Each trainee will receive instruction based upon individual training standards outlined in reference (a) and documented under MATMEP in accordance with reference (b). Normally,

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

classroom (theory) training is accomplished prior to Managed On-The-Job Training (MOJT); however, the sequence of training may be altered to conform to the availability of school quotas or to overcome individual training difficulties.

d. When training is conducted at a location other than the permanent duty station of a trainee, the Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU) shall arrange the training itinerary in the most expeditious and economical manner. The trainee will attend "C" school under temporary duty under instruction (TEMADINS) or duty under instruction (DUINS) after completion of "A" school and prior to arrival at an ultimate duty station for permanent assignment. Sample training itineraries are depicted in enclosure (1).

e. When conducting NAMTRA MARUNIT training, it will be scheduled and completed as specified in reference (c). This type of training provides closely supervised instruction to enlisted trainees and includes both classroom training and "lab" work.

f. When a trainee arrives at a NAMTRA MARUNIT for training, but a school seat is not immediately available, the NAMTRA MARUNIT shall either coordinate a temporary assignment to an appropriate squadron within their location for MOJT, or if not feasible, find productive work onboard the Marine Corps Air Station while awaiting training.

g. Aviation maintenance trainees shall be identified by a trainee MOS while completing MOS qualification. However, the billet MOS (BILMOS) will be the same as intended MOS (IMOS) whenever entries are made in the Marine Corps Total Force System (MCTFS). The trainee's IMOS will be assigned by EAMTMU upon completion of "A" school, or upon their arrival at a NAMTRA MARUNIT/NAMTRAU in case of combined "A" and "C" schools. The NAMTRA MARUNIT is responsible for ensuring the Marine is qualified and assigned an MOS in accordance with references (d) and (e). Upon graduation of "C" school, the NAMTRA MARUNIT will validate qualification and ensure a hard skill MOS is assigned prior to transfer. For other "C" schools, the supporting Marine Corps unit/detachment will serve the same function.

h. Reservists will be trained within the EAMTRAMS system. Reservists will be recruited for a specific MOS assignment. Training for another MOS is not authorized without the approval of DC, M&RA (RA). In all cases of reservist training where a delay in training in excess of 90 days is identified, the NAMTRA MARUNIT or supporting Marine Corps unit/detachment will immediately contact DC, M&RA (RAP) for disposition instructions. All correspondence should info the EAMTMU.

i. Every effort will be made by all concerned to ensure rapid and continual movement of reservists on initial active duty for training through the training pipeline. Reservist will be assigned a primary MOS and released from active duty at the earliest possible date.

j. EAMTRAMS procedures will be reviewed annually, and personnel aware of management procedures which may improve enlisted initial skill training are encouraged to submit proposed changes via the chain of command to CG, TECOM (C4610) for consideration and appropriate implementation in this order with an information copy to EAMTMU.

## 5. Execution

### a. Concept of Operations

(1) To ensure the most efficient and effective training of enlisted aviation personnel who require additional training after completion of "A" school, EAMTMU shall provide quota control and overall cognizance of Aviation Training Management for all aviation enlisted Marines with IMOS's listed in enclosure (2). EAMTMU operationally and administratively reports to the Commanding Officer, Marine Air Training Support Group-21 (MATSG-21).

(2) Focus of EAMTRAMS is to:

(a) Train initial accession aviation enlisted Marines for complex and demanding billets in modern aviation technology. The MOSs listed in enclosure (2) fall within the purview of the EAMTRAMS.

(b) Maintain an effective EAMTMU with the capability to plan, schedule, monitor and coordinate applicable enlisted aviation initial skill training.

(c) Minimize trainee personal/family problems by early identification of a complete training itinerary and ultimate permanent duty station/unit assignment.

(d) Minimize awaiting-training-time through the initial accession training pipeline.

b. Specific Missions and Coordinating Instructions

(1) Commanding General, Training and Education Command, Marine Corps Combat Development Command shall:

(a) Have AC/S G-7, Financial Management Branch, provide TAD funding data as appropriate, when requested.

(b) Ensure all aspects of EAMTRAMS are reviewed yearly for smoother implementation procedures and maintain overall cognizance of the program for the Marine Corps.

(c) Have Formal Schools Training Branch publish a single Training Quota Memorandum (TQM) for each applicable course that includes quotas for each student type for the entire year. These TQM's will include a schedule of courses.

(2) Commander, Marine Corps Air Bases East and Commander, Marine Corps Air Bases West shall provide administrative support as outlined in the Intra-Service Support Agreement (ISSA) to the NAMTRA MARUNIT's assigned as tenant commands at MCAS Cherry Point, MCAS New River, and MCAS Camp Pendleton. These NAMTRA MARUNITs will be responsible for managing enlisted aviation personnel assigned to train within their schoolhouse.

(3) Commanding Officer, Marine Aviation Training Support Group-21 shall:

(a) Maintain operational and administrative control/support for EAMTMU, focusing on the primary mission for management of initial skills training for aviation enlisted maintenance Marines in support of Marine Corps manpower requirements.

(b) Issue ITSS Maintenance Training Management and Evaluation Program packages.

(4) Commanding Officers/Unit Officer-in-Charge of NAMTRA MARUNIT's shall:

(a) Provide EAMTMU, upon request, information required to develop the training itinerary for each single designator, multiple-skill MOS assigned by DC, M&RA (MMEA). In general, this information is limited to specifying type of equipment to be trained in/on.

(b) Ensure adherence to training itineraries established by EAMTMU and that scheduled training is accomplished.

(c) Ensure completion of the individual training records in accordance with reference (b).

(d) Ensure attendance at all scheduled formal school courses, specifically:

1 Ensure all provisions of the individual's PCS/TAD orders are accomplished for aviation trainees.

2 If course schedules cannot be met as directed by the individual's orders, immediately notify EAMTMU for modification or rescheduling as necessary with an information copy to CG, Training and Education Command (C4610).

3 Provide EAMTMU with justification for any missed training quotas, prior to requesting rescheduling of trainees who have missed classes. Inform CG, Training and Education Command (C4610) of all such requests.

(e) In accordance with reference (e), immediately upon joining an aviation trainee, enter the IMOS and Projected Training Completion Date (PTCD) in the Marine Corps Total Force System (MCTFS) as specified on the individual's PCS/TAD orders.

(f) Ensure instructors are not assigned duties that will delay final MOS qualification of trainees or alter scheduled course completion dates.

(g) Complete MOS qualification of all trainees by the PTCD as computed by EAMTMU and specified on the individual's PCS/TAD orders. Request extensions of PTCD from EAMTMU, if necessary, with an information copy to CG, Training and Education Command (C4610). Submit justification for all requests.

(h) Submit a request to DC, M&RA (MMEA-84) for active duty Marines, or Reserve Affairs in the case of reservists, for the disposition and reassignment of a trainee who will not complete MOS qualification because of academic failure, disciplinary problems or other reasons. Provide CG, Training and Education Command (C4610) and EAMTMU an information copy of the request.

(i) Coordinate the MOS qualification training at their locations for all Marines receiving initial skill training within the EAMTRAMS.

(j) Arrange for local units to provide MOJT for those Marines in an awaiting training status.

(k) Provide administrative and logistical support for those Marines undergoing aviation training at their location as outlined in the ISSA.

(l) Ensure training itineraries, as developed by EAMTMU, are carried out as specified in the individual's PCS/TAD orders.

(m) For reservists on IADT/EADT, release from active duty when directed by EAMTMU no later than the PTCB specified in published PCS/TAD orders.

(n) Provide a copy of student critiques of courses and instructors to CG, Training and Education Command (C4610) when requested.

(o) Provide a copy of follow-on training evaluation results to CG, Training and Education Command (C4610) when requested.

(p) Ensure overseas physicals are completed on trainees who are scheduled for assignment overseas upon completion of training.

(q) Report student input and graduates via By-Name-Assignment (BNA) in accordance with reference (g) and also enter data into Navy Integrated Training Administrative System (NITRAS).

(5) Officer-In-Charge, Enlisted Aviation Maintenance Trainee Management Unit shall:

(a) Provide representation at Human Performance Requirement Reviews (HPRRs) and maintain liaison with external agencies providing training support for initial accession Marines.

(b) As directed, manage aviation trainee development to fulfill Marine Corps manpower requirements by developing training itineraries and ensuring adequate training seats are available to fulfill the requirements of the published annual class plan and training input plan issued by DC, M&RA (MMEA).

(c) Obtain training seats from the appropriate technical and Fleet Marine Force (FMF) training agencies (e.g., Chief of Naval Operations (CNO)/NAMTRA MARUNIT/MTU/NADEP, etc.).

(d) Represent the Marine Corps at the annual Chief of Naval Operations (OPNAV) N789H sponsored "C" school conference. Coordinate submission of requirements with DC, M&RA Manpower Plans and Policy (MPP-20). Provide report of final allocations in relation to stated requirements approved by OPNAV N789H to DC, M&RA (MPP-20) and CG, Training and Education Command (C4610) upon conclusion of the conference.

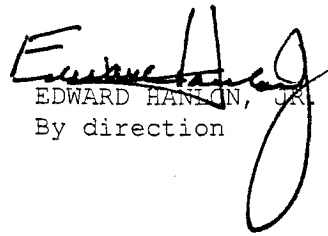
(e) Act as quota control for Marine initial accession aviation maintenance training occurring after "A" school. This will be for all NAMTRA MARUNIT/MTU class seats for Marine students, as well as Navy students obtaining training at a NAMTRA MARUNIT.

(f) Supervise and ensure compliance with all directives for the maintenance of the NITRAS system for Marine Corps enlisted aviation maintenance requirements.

6. Administration and Logistics. A list of definitions for terminology used in this Order can be found in enclosure (3).

MCO 1500.31H  
25 Oct 02

7. Command and Signal. This Order is applicable to the Marine Corps Reserve.

  
EDWARD HANSON, JR.  
By direction

DISTRIBUTION: PCN 10201520000

Copy to: 2030001 (1)  
2030002 (4)  
3700002 (2)  
6967004 (2)  
7000110 (55) /7000110 (3)  
7230084 (12) /8145001 (1)

GENERIC ENLISTED AVIATION MAINTENANCE TRAINING ITINERARY

1. Summary of Training Itinerary. Enlisted aviation training under EAMTRAMS is normally a maximum 26-week cycle from EAMTMU's first identification of prospective graduates to completion of training and final MOS assignment. The cycle is started based on graduation from the respective "A" school. The cycle is divided into three phases:

a. Phase 1. "A" school identifies prospective graduates to EAMTMU.

b. Phase 2. EAMTMU assigns the PMOS/training itinerary and requests duty station assignments from DC, M&RA (MMEA).

c. Phase 3. Trainee trains to PMOS qualification and assignment.

2. Events by Weeks.

0-1 At least 30 days prior to graduation, the "A" school provides EAMTMU with a roster of prospective graduates.

1-2 EAMTMU, knowing the training requirements for each PMOS, assigns PMOS training to each prospective graduate. EAMTMU submits duty station preferences to DC, M&RA (MMEA-84) and requests duty station assignments via Naval message.

2-3 Upon receipt of EAMTMU request, DC, M&RA (MMEA-84) will assign specific Monitor Command Codes to prospective graduates for sites throughout the Marine Corps and notifies EAMTMU via AOWP/message/E-MAIL/ARMS-ELS of the duty station assignments.

3-4 EAMTMU, knowing the eventual PMOS and duty station assignment given by DC, M&RA (MMEA-84), issues PCS/TAD orders as appropriate.

4-26 The student graduates "A" school and departs MATSG-21 knowing the complete training itinerary for PMOS training and final duty station assignment. PMOS qualification should occur prior to the 19<sup>th</sup> week, but no-later-than PTCD after commencing the follow-on training required.

**Note** - All requests for assignment of formal school graduates shall be submitted via Naval message, in the following format to DC, M&RA (MMEA-84) by a minimum of 21 calendar days prior to class graduation date:

SUBJ: DUSTA ASG REQ (IMOS) CLASS # (XXXX)  
PARA 1 REQ DUSTA FNM SKED TO GRAD (YYYYMMDD)  
PARA 2 TO PROVIDE REQUIRED INFORMATION IN NINE COLUMNS:  
NAME, PGRD, SSN, SEX, M/S, D/P, C/G, T/N, NOTE

COLUMN GUIDANCE FOR NAVAL MESSAGE:

NAME: LAST NAME, FIRST INITIAL, MIDDLE INITIAL  
PGRD: PAY GRADE - E-X  
SSN: SOCIAL SECURITY NUMBER (NINE DIGITS, NO DASHES/SPACES)  
SEX: "M" OR "F"  
M/S MARITAL STATUS - "M" OR "S"  
D/P DUTY PREFERENCE (GEO) - "Y01," "Y06," OR "Y07"  
C/G CONTRACT GUARANTEE - "Y" OR "N"  
T/N TEAM NUMBER - "XXXX" OR "N/A" (IF NOT APPLICABLE)  
**Note** - PERTINENT ASSIGNMENT ISSUES (E.G., EXCEPTIONAL FAMILY MEMBER PROGRAM ENROLLMENT, ACTIVE DUTY SPOUSE INFO, JOINT HOUSEHOLD, AND/OR OTHER ISSUES THAT MAY EFFECT ASSIGNMENT)

EAMTRAMS MOSs

**Note** - "A" School graduates undergoing training to qualify for the following MOSs shall be trained within EAMTRAMS:

FIXED-WING MECHANICAL

6062	6222	6257
6072	6223	6282
6073	6226	6283
6092	6227	6286
6212	6232	6287
6213	6242	
6214	6252	
6216	6253	
6217	6256	

ROTARY-WING MECHANICAL

6122	6154
6123	6156
6124	6172
6132	6173
6152	6174
6153	6176

AVIATION ORDNANCE

6531	6541
------	------

AVIONICS

6312	6336	6463
6313	6337	6464
6316	6386	6466
6317	6412	6467
6322	6413	6482
6323	6423	6483
6324	6432	6484
6326	6433	6492
6332	6461	
6333	6462	

AVIATION MOSs TO BE MONITORED ONLY

6242

SCHOOL ASSIGNMENT CONTROL

6074	6113	6116	7382
6112	6114	7372	



LIST OF DEFINITIONS

1. "A" School Training. That training which provides basic technical knowledge and skills required to prepare for job entry-level performance and additional specialized skill training.
2. Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU). Designated agency established to provide centralized planning, scheduling, monitoring, and accounting of entry level, post entry level and lateral move enlisted aviation trainees through MOS qualification training upon completion of "A" and "C" school.
3. Human Performance Requirement Review (HPRR). A review program convened by CNO where training tracks of given weapons systems/work centers are reviewed by representatives for the Fleet, EAMTMU, NAMTRA MARUNIT and Naval Air Systems Command (NAVAIRSYSCOM). Training deficiencies, if identified, are rectified by either additions and/or deletions to existing training tracks establishing new or revised training programs. The HPRR is the primary vehicle used in determining the training and training sequence aviation enlisted Marines will pursue to qualify for an MOS. Formerly, HPRRs were known as Maintenance Training Requirement Reviews (MTRRs).
4. Individual Orders. Will include the training itinerary and other pertinent information leading to MOS qualification as developed by DC, M&RA (MMEA-84) and EAMTMU.
5. Individual Training Standard (ITS). Used as a measure of job performance to determine if an individual can or cannot satisfactorily perform. The standards constitute a basis for individual training conducted in units and institutions. Also, training standards are designed to be used by the Commander to determine proficiency, evaluate individual training and maintain quality control of the training provided.
6. Institutional Training. Training, either individual or collective, which is conducted in the formal school environment utilizing approved programs of instruction (POI). Formal schools in the context of this definition include not only Marine Corps formal schools, but those formal schools of other military services attended by Marines. The Naval Air Technical Training Centers (NATTC), NADEPs, NAMTRA MARUNITs and civilian contractors are examples of institutional training.
7. Itinerary. Individual training track that includes courses of instruction developed at HPRRs and specifies the location(s) at which the individual's training is to be conducted.
8. Maintenance Training Management and Evaluation Program (MATMEP). The standardized format for Individual Training Standards (ITS) and developing training programs for the MOS's covered in enclosure (2). These standards serve as an evaluation tool designed to ascertain the depth of the trainee's knowledge/experience and job accomplishments/capabilities.
9. Maintenance Training Unit (MTU). Maintenance Training Units are located on Naval Air Stations. They are composites of what were formerly Naval Air Maintenance Training Group Detachments (NAMTGD) and the Fleet Readiness Aviation Maintenance Personnel (FRAMP) training program. These two separate entities have been merged into an MTU, and the MTU is under the command of the Commanding Officer, NAMTRAGRU, Pensacola, Fl.

LIST OF DEFINITIONS

10. Managed On-the-Job Training (MOJT). Training conducted in the unit environment, which utilizes a combination of classroom instruction and practical application where the classroom instructor is also the work supervisor of the trainee. Evaluation of trainees is based upon their capability to demonstrate specific training objectives.
11. Naval Air Maintenance Training Unit (NAMTRAU). A unit that instructs maintenance personnel on the system of a specific aircraft (e.g., F/A-18, CH-53E), test benches or support equipment. The NAMTRAU are located on-board Navy installations. Equipment normally includes training panels, mock-up devices and composite trainers that simulate aircraft systems in operation.
12. Naval Aviation Depots (NADEP). The NADEP was formally Naval Air Rework Facility (NARF). Its mission is depot-level overhaul and repair of aircraft and components. Due to the expertise gained from those procedures, NADEPs are occasionally tasked to conduct organizational and intermediate-level training courses.
13. Naval Air Maintenance Training Marine Unit (NAMTRA MARUNIT). A NAMTRA MARUNIT incorporates what was formerly Naval Air Maintenance Training Group Detachment (NAMTGD) and the Fleet Readiness Enlisted Skills Training (FREST) departments into an aviation training command.
14. Single Designator Multiple-Skilled MOS. Any MOS that has more than one set of skills included within its structure and only one of those sets is normally required for MOS qualification. MOS 6412, Aircraft Communication System Technician, Intermediate Maintenance Activity (IMA) is an example. MOS 6412 does not indicate which aircraft communication/navigation system the individual was trained to maintain.
15. Projected Training Completion Date (PCTD). A date computed by the EAMTMU for each individual trainee. This date indicates the time allocated to the trainee to complete the individualized training to include formal school, unit school, MOJT, and any foreseeable delays. The trainee shall be awarded an MOS no later than PCTD. In the case of reservists with IADT order, this date is approved by DC, M&RA (RAP) and can only be extended/modified with approval after liaison with EAMTMU. This date indicates when the individual shall be released from active duty (RELACDU).